

Conversion-Transformation Proposal

Proposals are due on November 1, 2016 and feedback will be received by December 1, 2016. Late proposals will be accepted, but funding decisions may be delayed accordingly, and transformation funding cannot be guaranteed. The information gathered here will be used to plan resources and support; this is not a competitive process!

All existing programs (excluding minors and most certificates) will submit a proposal, indicating conversion or transformation. For the purposes of this process, for programs to be eligible for individual funding, 60% of the courses in the program must be distinct from all other programs¹. Programs may submit joint proposals, if that makes sense for the discipline. Programs choosing conversion must submit all C and P forms by October 31, 2017; exceptions may be made for programs that heavily depend on others for their conversion. Programs choosing transformation must complete their work according to one of the tracks (see below).

For all proposals, provide (one page, at least 11 point font)

1. Department name
2. Department Chair name, email, and phone number
3. For each program in the proposal:
 - a. Program name
 - b. Coordinator name, email, and phone number
 - c. Conversion or Transformation
 - d. Approximate number of faculty (full- and part-time, TAs) involved (and whether they are involved also in other programs)
 - e. Approximate size of enrollment in the program (majors, minors, GE, etc)
 - f. Any additional information that will help us understand the size and complexity of the program

For conversion, provide (maximum of two pages, at least 11 point font)

1. Describe the process your program(s) will use for conversion.
2. What are your initial thoughts on program and course design considerations and SLOs?
3. With what other departments or programs do you need to coordinate for your program design? How will you accomplish that?
4. What support are you requesting for the work?
 - a. How does the program intend to spend the conversion funds?
 - b. Who will participate in the work? What are their roles and requested compensation type and amounts (professional development, overload, etc)?

¹ If your department has a cluster of courses which you consider a program but it does not fit into this framework, please submit a proposal along with a justification of why this is a program. You may want to submit a preliminary justification in advance, which will be considered by the Curriculum Development Subcommittee and the Q2S Steering Committee.

- c. What support are you requesting for the process? (e.g. facilitation support, professional development, etc)
5. What is your timeline to accomplish the work? Note: all program and course P/C forms must be submitted by **October 31, 2017**. If your program heavily depends on others, and you are requesting an exception to this deadline, this is the place to make your request and provide justification.

For transformation, provide (maximum three pages, at least 11 point font)

1. Describe the process your program(s) will use for transformation and who will be involved, along with its feasibility in the context of your current staffing.
2. What are your initial thoughts on program and course design considerations and SLOs?
 - a. What are your hopes for your students?
 - b. What kinds of changes (curricular and pedagogical) might support these hopes in the program you have identified?
 - c. What kinds of questions regarding pedagogy do you intend to pursue?
3. With what other departments or programs do you need to coordinate for your program design? How will you accomplish that?
4. What support are you requesting for the work?
 - a. How does the program intend to spend the transformation funds?
 - b. Who will participate in the work? What are their roles and requested compensation type and amounts (professional development, overload, etc)?
 - c. What other support might the department want for the process? What kinds of professional development or facilitation might be helpful in making the pedagogical and curricular changes described above?
5. Commitment to attend collaborative cross-college meetings (see Tracks below), bringing:
 - a. First meeting: Newly developed vision for your students (student learning outcomes, big ideas in the discipline, threshold concepts in the discipline); next steps currently under consideration; anticipated challenges; questions.
 - b. Intermediate meeting: TBD
 - c. Final meeting: Drafts of curriculum roadmaps for each program; draft course descriptions; preliminary consideration of department resources in relation to the new program; preliminary assessment plan connecting program design with assessment processes; anticipated next steps.
6. What is your timeline to accomplish the work? Note that all program and course P/C forms must be submitted no later than **October 30, 2018**. Programs will be reviewed as they are received.

Timelines, Requirements, and Support

- Graduate programs must choose Track 1, since their deadline for submissions is Fall 17.

- It is strongly recommended that programs that contribute heavily to Liberal Studies or other interdisciplinary programs should select Track 1 or Track 2, and consult on an ongoing basis with the Liberal Studies Coordinator or the Coordinators of the other interdisciplinary programs.
- It is expected that most programs will participate in Track 1 or 2. Programs who need extra time, and wish to select Track 3, should submit a justification for this request.
- We will do our best to assign you to your first choice of track; tracks will be assigned in the order in which we receive the proposals.
- Each of the tracks will have a series of collaborative cross-college meetings (see item 5 above) of the teams leading the transformation, on the following dates:
 - ❑ Track 1: December 2016, March 2017, June 2017, Submission: October 31, 2017
 - ❑ Track 2: January 2017, May 2017, October 2017, January 2018, Submission: March 2018
 - ❑ Track 3: Feb 2017, June 2017, November 2017, March 2018, June 2018, Submission September 2018

There is some flexibility here; everyone is welcome to attend any of the meetings if a meeting in their timeline doesn't work for the team. To facilitate flexibility in meeting attendance, content will be the same for all tracks.

- In addition to these meetings, there will be monthly feedback and form review meetings with members of the Q2S Curriculum Development Subcommittee
- Additional professional development will be provided in collaboration with TRC through institutes and learning communities. Please see www.csusb.edu/trc for information.
- Funding:
 - Conversion: \$8,000/program, to be allocated as outlined in the proposal.
 - Transformation:
 - Up to \$16,000 for Transformation Leaders* (max \$8,000/person)
 - Up to \$3,000 for faculty members for ongoing participation in the process (max \$500/person)
 - Up to \$1,000 for faculty who are not Transformation Leaders to attend collaborative cross-college meetings (max \$500/person) (see Tracks)

* Program Transformation Leaders will participate in cross-college meetings; establish an inclusive, collaborative process for transformation as described in the Transformation vs. Conversion Descriptions document (add link); and ensure timely progress and completion and submission of the appropriate documents; and communicate with the Q2S College Coordinator throughout.